

9 August 1978

MEMORANDUM FOR: ICRC Symposium Attendees

25X1A FROM: [REDACTED]  
Chief, Information Systems Analysis Staff  
SUBJECT: ICRC Symposium - 15 August 1978

Transportation has been arranged for the 15 August ICRC Symposium to be held at HEW. A Metro bus will be at the Main Entrance of Headquarters building to pick up all attendees. A 0730 departure is scheduled. The same bus will depart HEW at 1615 returning to Headquarters.

25X1A [REDACTED]

9 August 1978

NFAC Permanent Records through 1960  
Unless Annotated

	V	O	L	U	M	E
<u>Office and/or Program</u>	<u>Cu ft.</u>	<u>Pages</u>	<u>Doc</u>			
ONE/NIO	150	300,000	60,000 - 5 pgs.			
NIS - Entire Collection thru 1974 <sup>L1</sup>	162	136,080	6,804 - 20 pgs.			
OCR - Managerial	50	100,000	33,333 - 3 pgs.			
OCR - Biographic Rpts.	75	150,000	75,000 - 2 pgs.			
OCR - Indexes	75	150,000	3,000 - 50 pgs.			
OCR - Foreign Rpts.	300	600,000	75,000 - 8 pgs.			
OCR - Motion Picture Film	350		2,000 reels not titles			
OCR - All Other	800 <sup>L2</sup>	1,600,000	320,000 - 5 pgs.			
Remainder NFAC	<u>1052</u>	<u>2,104,000</u>	<u>420,000</u> - 5 pgs.			
Total NFAC	3014	5,140,080	995,937			
DDO Reports in OCR Holdings	3386 <sup>L3</sup>	ask DDO	ask DDO			
Intellofax Cards - Index to DDO Rpts.	1000					

1/ This cannot be reported by years. Reports are filed together by area or subject.

2/ I'm skeptical of this figure. For the most part it contains information not originated by OCR but deposited by them because they felt - or were told - they had deposit responsibility. It duplicates to a large extent the finished intelligence collections deposited by the offices. I think 200 cu. ft. may be even a little high.

- 3/ This indicates hard copy DDO reports transferred to OCR custody during the recent DDO records review. The same reports may or may not be included in other OCR deposits represented in the 800 figure above. The question of who has responsibility for these DDO reports is presently under review. Hopefully, the question will be resolved in the near future. In the meantime, these figures are not to be considered part of the NFAC holdings.


Mark:

This records situation is further complicated by the fact that portions of the OCR holdings are in microfilm. There is no way that a separate figure can be broken out for you on this at this time. It may well be that our records review may eliminate most if not all of the microfilm.

I do feel you have enough here to satisfy your present needs. It must be emphasized that the information is less than certifiably accurate and will remain so until we have finished our review in late 79 or early 80.

Again, in my opinion these figures lean toward the high rather than the low side of what the situation will actually turn out to be.

25X1A



NFAC Records Management Officer

9 August 1978

MEMORANDUM FOR THE RECORD

SUBJECT: DDS&T Records Holdings

The following figures on DDS&T's estimated holdings of  
STATINTL permanent records were given [REDACTED]

STATSPEC	OSO - 243 cubic feet		
	[REDACTED] 230	"	"
	ODE - 1	"	"
	OTS - 387	"	"
	OSA - 70	"	"
	NPIC - 190	"	"
	ORD - 0	"	"
	1,121	"	"

[REDACTED] STATINTL

9 August 1978

STATINTL  
STATINTL

NOTE TO: [REDACTED]  
FROM: [REDACTED]  
SUBJECT: Statistics on Reviewer Production

STATINTL

1. With the indispensable assistance of [REDACTED] the following Robert Macnamaraesque statistics were compiled.

2. Between 27 April and 28 June, 38,646 SO documents totalling 66,664 pages were reviewed. During this period there were 44 working days totalling 352 staff hours. The activity of 15 reviewers working full-time was used in calculations and during this period most RRB effort was devoted to the SO reports. The loss of four reviewers (from 19) was assumed to compensate for leave, training, vacations, etc.

3. On the basis of calculations, Mac and I came up with the following statistics:

(a) 60 documents and 100 pages per reviewer per day;

(b) 1,320 documents and 2,200 pages per reviewer per month.

4. This would calculate out to be one foot per reviewer per month, using the NARS statistic of 2,500 pages equalling one cubic foot. For intelligence records I think that this would be about right.

[REDACTED] STATINTL